



**Name of head of organization/HR/supervisor**

**Subject: Request for release to attend the 74<sup>th</sup> FICSA Council**

The Federation of International Civil Servants' Associations (FICSA), which represents the interests of over 30,000 staff members of the United Nations and its specialized agencies worldwide, organizes yearly councils during February. The [seven Standing Committees](#) are led by Chairs and Vice-Chairs. Before councils they prepare the agenda and their items, consult with their core-group members. During council they lead discussions on the agenda, develop member-driven decisions for implementation by the FICSA Secretariat during the year, as well as resolutions. They also finalize the report of the session(s).

Given the still volatile and unpredictable situation due to the global COVID-19 pandemic, and considering the continuously changing nature of travel restrictions, the members of the FICSA Executive Committee, in consultation with the Chairs and Vice-Chairs of each Standing Committee, have decided to hold the 74<sup>th</sup> session of the FICSA Council - originally scheduled in WHO Copenhagen from 8 to 12 February 2021 - in a virtual format. We are now planning to hold Standing Committee sessions as of mid-November 2020 until mid-Januar 2021. Each Standing Committee might have 2-3 items that they will discuss in sessions of 2-3 hours. Plenary will be held from 9-11 February 2021 for three hours each day.

I am now writing to you to kindly request the facilitation of participation of ....., in his/her capacity as (Chair/Vice-Chair) of the FICSA Standing Committee on..... on... (date)..... and on..... (date)..... The review of the final report of the session will require release on (date). (or so many hours). Given that the work of the Standing Committees is very taxing, I would like to suggest that a full administrative release is granted during the dates/times indicated.

On behalf of the Executive Committee, I take this opportunity to sincerely thank you for your continued support to the Federation's activities.

Sincerely yours,

Tanya Quinn-Maguire  
FICSA President